SIRM

SIRM Terms and Conditions

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1 Introduction

1.1 These terms and conditions represent an agreement between The School of Information Risk Management (SIRM) and you, a prospective student. By accepting

SIRM's offer of a place on a programme (whether through UCAS or otherwise), you accept these terms and conditions in full, along with:

- Your offer letter from SIRM ("Offer");
- SIRM's rules, regulations, policies and procedures located on the SIRM website (as amended from time to time);

1.2 SIRM will work with partner universities and with the awarding organisation Pearson. By agreeing to these terms and conditions you are agreeing with the terms and conditions held jointly between these institutions and SIRM and the awarding organisation.

1.3 All students are expected to respect the rights of others and take responsibility for their own actions. Students' responsibilities are to conform to academic rules and regulations and comply with acceptable standards of behaviour. Where there are instances of noncompliance, disciplinary action may be taken. SIRM's Student Disciplinary Policy can be found on its website. One of the possible outcomes of such an action is that your Contract with us may be terminated and you may be removed from your programme.

1.4 Following the offer of a place, if you do not enroll within 14 days of the start of the term in which your programme begins, SIRM reserves the right to refuse to enrol you and withdraw you from your programme (without liability). Students who are not enrolled are not entitled to attend classes or participate in assessments for any modules.

2 Applications

2.1 All applicants have a responsibility to ensure the information submitted on their application is accurate and up- to-date. The decision to offer a place is based on the information contained in the application.

2.2 Where it is discovered that an applicant has submitted incorrect or inaccurate information as part of their application, SIRM will investigate further and reserves the right to withdraw the offer of admission, or terminate your enrolment at SIRM, according to the circumstances, without liability to you. SIRM also reserves the right to refer cases for further investigation (where applicable), for example for UCAS applications to the UCAS Verification Team.

2.3 The offer of a place on a course, that SIRM makes to you will be conditional or unconditional. If your offer is conditional, SIRM will set out the conditions which you will need to fulfil in order to be admitted onto your chosen programme. SIRM may set minimum entry requirements for levels of attainment and in English Language and/or mathematics. This information will be clearly stated within the entry requirements for specific programmes.

2.4 If you have not fulfilled the conditions of your Offer before the date notified to you in your offer or any other date notified to you (e.g. enrolment), SIRM reserves the right to withdraw your offer.

2.5 You will be required, at the request of SIRM, to provide satisfactory evidence of your qualifications before admission or upon enrolment. Failure to provide such evidence to SIRM's reasonable satisfaction may result in the termination of your offer or enrolment

as a student of SIRM and the termination of the Contract.

3 Immigration

3.1 SIRM does not hold a Sponsor License and therefore does not admit International Students on student visa.

4 Conditions of Enrolment and Registration

4.1 Your enrolment and admission to SIRM, attendance on a programme, and right to enjoy any of the privileges of membership of SIRM, including access to services and facilities, is subject to you complying with the terms of the Contract and enrolling with SIRM.

4.2 All student details are shared with the required government funding council and departments, partner universities or awarding organisations as appropriate.

5 Deposits

5.1 Your offer will highlight if you are required to pay a deposit to secure a place on your programme (in addition to meeting any conditions). If you do not pay the deposit monies in accordance with the payment terms advised in your offer, your application may be withdrawn without further notice. It is therefore essential that you have funding for your deposit in place before you apply.

5.2 Deposits are non-refundable unless you cancel the Contract in accordance with this policy.

6 Tuition Fees and Other Charges

6.1 The programme fees for your programme and information in relation to how to pay for your programme can be found on the School's website and in your offer information. You may be eligible for a student loan for your programme. Information about how and when to apply for student finance can be found at https://www.gov.uk/student-finance

6.2 SIRM can also help with the completion of loan applications. All responsibility for the initial application, the progress of the application and approval of the loan remains with the student. Until such a time as funding from a student loan is confirmed you arepersonally liable for the payment of your tuition fees for your programme.

6.3 If you accept an offer, you agree to pay all programme fees as and when they fall due, in accordance with the payment terms agreed by you and us. If you fail to pay your programme fees, as and when they fall due, SIRM reserves the right to withdraw or temporarily suspend you from your programme.

6.4 You will not be deemed to have completed enrolment until SIRM has received payment of your tuition fees, either in full or the first instalment, or satisfactory evidence has been produced that such fees will be paid by a sponsoring authority or scholarship, including Student Finance England. Without this confirmation, students will be expected to pay directly at enrolment or will not be enrolled on to the course. You will be personally liable to pay your tuition fees if a sponsoring authority fails to do so.

6.5 In the event that your programme fees have not been paid in full by their due date, SIRM shall be entitled, but not bound to, refuse to permit you to continue on your programme of study and terminate the Contract. SIRM may pursue legal proceedings in relation to non-payment of programme fees.

6.6 Fees paid in advance shall generally not be refundable and outstanding fees may remain payable. The circumstances where refunds / credits may be made may be found in SIRM Fees and Charges Policy, on SIRM website.

6.7 If you have any concerns regarding the payment of fees or require further information about programme fees (including the refund of programme fees), please contact the Finance Team.

6.8 In addition to your tuition fees, you may incur additional expenditure during your time at SIRM, depending uponyour chosen programme.

7 Cancellation Rights

7.1 Once you have accepted an Offer, you have a legal right to cancel the contract at any time within 14 days of you accepting your Offer.

7.2 In order to cancel the contract, you must notify SIRM (in writing).

7.3 Where a Student advises their withdrawal in writing 14 days or more before the commencement of the course a full refund, less any awarding organisation charges incurred will be provided.

8 Changes to your Programme

8.1 Students are protected against programme changes and closures in the Student Protection Plan found on the SIRM website.

8.2 The Policy includes details on the unlikely event of a:

- Withdrawal of a programme prior to registration;
- Programme change between SIRM website/prospectus and enrolment;
- Programme change after enrolment;
- Withdrawal of a programme after enrolment.

9 Educational Provision

9.1 SIRM will:

- Deliver your Programme with reasonable care and skill;
- Clearly explain the academic requirements of your programme to you.

9.2 You must use all efforts to fulfil all the academic requirements of your programme in accordance with the terms of the contract, including submission of programme work and other assignments, attendance at examinations and attendance at lectures (online and on-campus), seminars and any other such teaching sessions provided by SIRM.

10 Complaints Procedure

10.1 If you have a complaint about SIRM, you should follow SIRM's Complaints, Comments and Compliments Procedure which can be found on the SIRM website. This procedure has been produced to help SIRM resolve any complaints you may have as promptly, fairly and amicably as possible.

10.2 If the complaint cannot be resolved to the satisfaction of the student they may apply for a review of their case to the relevant University or awarding organisation by contacting the relevant Assistant Registrar. If, after consideration of the case by the partner University the complainant continues to be dissatisfied, they can make a formal complaint to the Office of the Independent Adjudicator for Higher Education (OIAHE). For more information go to:

http://www.oiahe.org.uk

10.3 Liability

10.4 Whilst SIRM takes all reasonable care to ensure the safety and security of its students whilst on SIRM's premises, SIRM cannot accept responsibility, and expressly excludes liability, for loss or damage to your personal property (including computer equipment and software). You are advised to insure your property against theft and other risks.

10.5 SIRM shall not be held responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another student, or by any person who is not an employee or authorised representative of SIRM.

10.6 SIRM shall not be liable for failure to perform any obligations under the contract if such failure is caused by any act or event beyond SIRM's reasonable control including acts of God, war, terrorism, industrial disputes (including disputes involving SIRM's employees), fire, flood, storm and national emergencies ("Force Majeure Event"). If SIRM is the subject of a Force Majeure Event, it will take all reasonable steps to minimise the disruption to your studies.

10.7 Nothing in these terms and conditions shall limit SIRM's liability to you for fraud or wilful default or for death or personal injury caused by SIRM's negligence.

10.8 Subject to the foregoing sentence, SIRM shall not under any circumstances whatsoever be liable to you for any special, indirect or consequential losses.

11 Termination

11.1 SIRM reserves the right to terminate the Contract and exclude you from SIRM:

11.2 If, in accordance with SIRM's Academic Regulations or respective Partner Academic Regulations (as appropriate), the Board of Examiners determines that you have failed your programme. You should also note that your progression on your programme and your final award are not guaranteed and are dependent upon your academic performance;

11.3 For non-enrolment, for non-payment of tuition-related debt, or for inadequate attendance or academic performance on your programme, in line with the information contained in your course handbook and with the relevant SIRM and/or Partner policies and procedures. Details of SIRM's policies and procedures can be found on its website.

11.4 If you are considered to have breached SIRM's Disciplinary Policy, which can be found on the website.

11.5 If you fail to disclose relevant information to SIRM or have produced false, incorrect or misleading information, whether in the course of your application or whilst on your course.

11.6 If you have been withdrawn from your course, you will no longer be entitled to attend lectures, classes or seminars, use SIRM's facilities or services, submit assessments, take tests/examinations, or proceed to any other programme that is offered by SIRM.

11.7 If you have been withdrawn from SIRM in accordance with clause 12.1 you will personally be liable for any outstanding tuition fees owed to the in accordance with the Fees and Refund Policy which can be found on SIRM website.

12 Data Protection

12.1 SIRM holds information about all applicants and all students at SIRM. It uses the information provided by applicants and/or students (including information from application forms):

- The School of Information Risk Management is the trading name of Numerica Risk Management & Consulting Ltd.
- To administer applications; and
- To compile statistics about applicants and/or students that may be published or passed to third parties for legal and operational purposes. This may include: government bodies, Office for Students and Higher Education Statistics Agency (HESA) or equivalent bodies such as the Home Office, Student Loans Company, and Partner institutions.

12.2 If your application is successful SIRM will also use the information:

- To deliver your programme and provide educational services to you, to administer your studies, to provideyou with College facilities and services, to monitor your performance and attendance, to provide you with support, to conduct research and to identify ways to enhance learning, teaching, assessment and the broader student experience;
- To send communications to you;
- To process any payments made by you to SIRM;
- For credit scoring, credit assessment, debt tracing or fraud and money laundering prevention and SIRM may disclose this information or data about you to credit reference agencies or other credit assessment, debt tracing or fraud prevention organisations or solicitors as appropriate;
- For legal, personnel, administrative and management purposes and including the processing of any sensitive personal data (as defined in the Data Protection Act 2018 and SIRM's Privacy Policy) relating to you, which may include, as appropriate: information about your physical or mental health or condition in order to monitor leave from study or extenuating circumstances and take decisions as to your fitness for study or for other uses as may be required by law; and
- For other activities that fall within the pursuit of SIRM's legitimate interests (including the development and maintenance of an Alumni Programme).

12.3 In certain circumstances, SIRM may be under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation and to protect

SIRM's rights, property, or safety of our employees, students or others.

12.4 SIRM will only process your personal data in accordance with (i) the specific purposes notified to you above; (ii) SIRM's Data Protection Policy (as amended from time to time); and/or (iii) otherwise as permitted by the Data Protection Act2018.

12.5 By submitting your application form and/or accepting your Offer, you consent to the use of your personal data in accordance with this policy. You should refer to SIRM's data protection policies for more information, which are accessible via the SIRM website.

13 Intellectual Property

13.1 You shall own any intellectual property you generate and provide to us during your programme including, without limitation, the content of examination scripts and assignments.

14 General

14.1 The terms of the Contract shall only be enforceable by you and SIRM.

14.2 The Contract constitutes the entire agreement between you and SIRM in relation to its subject matter.

14.3 No failure or delay by SIRM or you to exercise any right or remedy provided under the contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the exercise of that or any other right or remedy.

14.4 If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision orpart-provision shall not affect the validity and enforceability of the rest of the contract.

14.5 The courts in England and Wales will have exclusive jurisdiction to settle any dispute or claim arising out of or in relation to the Contract and that in any such proceedings these terms and conditions and the Contract into whichthey are incorporated will be governed by and interpreted in accordance with the laws of England and Wales.

Higher Education Terms and Conditions 2025/26

The signature below acknowledges that you, as an applicant to SIRM have had access to, and are in full agreement with, the HE Terms and Conditions 2025-2026.

To: The School of Information Risk Management,

London Campus: Ilford Chamber, 4th Floor, 11 Chapel Road, IG1 2DR

Leicester Campus: Knightsbridge House, 12 Lower Brown St, Leicester LE1 5TH

Signature of Student: _____

Date: _____